

## Renewing with Valid IPLA (Indiana Professional Licensing Agency)

### Required Documents:

- Valid CPR card from IDOE approved provider.
- A **copy of your** Indiana Professional Licensing Agency (**IPLA**) **license**. For more information about the IPLA license, go to: <http://in.gov/pla/speech.htm>.

### Step-By-Step Instructions for Renewing with IPLA Click Here

1. Log into your LVIS account.
2. Click **I am an Indiana**
3. Select **Renew a License**
4. Select **Current IN School Services**
5. Select **Renew School Services with IPLA**
6. Select the license you are renewing.
7. Click **Next**.
8. Click **Next**.
9. Answer the questions. Upload required documentation, if requested.
10. Click **Next**.
11. Upload the required documentation and optional documentation.
12. Click **Next**.
13. If you have everything completed, you will be able to "Submit Application." If not, you need to fix what is missing. Missing materials will be in **RED**
14. Click the link to pay for all pending applications. \$35.00 + \$1.72 processing fee.
15. Mark the box under the "Pay?"
16. Fill out all the Billing information.
17. Click Review Summary.
18. Click box under Refund Policy.
19. Click **Submit**.